

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

March 1, 2011

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, March 1, 2011 at 4:00 P.M. in the City of Warsaw Council Chambers at City Hall. The following persons were noted as present or absent:

**PRESENT:** Board Members Michael Reed, Joseph Streeter, Sheila Burner, George Clemens and Mayor Ernie Wiggins. Also present Recording Secretary Shirley Fetrow, Assistant Fire Chief Kerry Stogsdill and Attorney David Cates.

**ABSENT:** None.

Mayor Ernie Wiggins called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed. A quorum was noted.

**MINUTES –**

Board Member Reed made a motion to approve the January 4, 2011 Minutes (no meeting was held in February, 2011); seconded by Board Member Burner. No further discussion. All were in favor. Motion carried.

**RECOGNITION OF VISITORS –**

**REPORTS / ORAL & WRITTEN COMMUNICATIONS –**

**PART-TIME ADMINISTRATIVE ASSISTANT INTRODUCTION** – Assistant Chief Kerry Stogsdill introduced Sheila Mahoney as the new part-time administrative assistant. Mayor Wiggins welcomed Sheila to the department.

**FIRE DEPARTMENT 2010 YEAREND ACTIVITY REPORT, JANUARY 2011 MONTHLY REPORT** - No discussion took place. (Documentation attached to Minutes).

**EXPENDITURES REPORT – DECEMBER 2010, JANUARY 2011 –**  
No discussion took place. (Documentation attached to Minutes).

**STATEWIDE TRAINING PARTICIPATION** – Assistant Chief Stogsdill indicated that the TRT (Technical Rescue Team) will be participating in a statewide drill in Southern Indiana. FEMA will also be participating. The number of firefighters attending has not been determined at this time. Drill officials are asking for available vehicles that can be used with trailers to assist. The drill will take place in March.

**PRESS RELEASE INFORMATION – KENNY SHEPHERD RETIREMENT** – Assistant Chief Stogsdill passed out a copy of the press release with regard to Kenny Shepherd's retirement. An Open House was given in Kenny's honor on Monday, February 28<sup>th</sup> at Station Two. (Documentation attached to Minutes).

**NEW HIRE – BRENT FIFER** – Brent Fifer will be replacing Firefighter Shepherd with his first day of employment set for March 6<sup>th</sup>. (Documentation attached to Minutes).

**UNFINISHED BUSINESS –**

**UPDATE ON NEW FIRE STATION – LAND APPRAISALS FROM GRIFFIN REAL ESTATE AND VERNE V. MITCHELL & ASSOC.** – Assistant Chief Stogsdill stated that the land appraisals are completed; currently working with the Warsaw Community Church on a purchase agreement. Assistant Chief Stogsdill indicated that a special meeting may need to be held. Assistant Chief Stogsdill

stated there is a question as far as the core testing, but until a determination has been made on where the station will be placed on the property, no testing will be done. The Warsaw Community Church may be able to provide the needed information. (Documentation attached to Minutes).

#### **NEW BUSINESS –**

**REQUEST TO TRANSFER FUNDS** – Assistant Chief Stogsdill requested that funds be transferred for the purchase of land. Mayor Wiggins stated that the dollars came from Wayne Township but were not budgeted for 2011. Funds would be transferred from Equipment Replacement Fund – Debt Service to Equipment Replacement Fund – Land. Board Member Mike Reed made a motion to transfer funds from Equipment Replacement – Debt Service to Equipment Replacement – Land in the amount of \$76,000; seconded by Board Member Streeter. No further discussion. All members were in favor. Motion passed. (Documentation attached to Minutes).

**OFFICE AND COMPUTER UPDATES** – Assistant Chief Stogsdill stated that office improvement updates have taken place at Station Two. Members were invited to stop by the station at any time.

**RAD57 CO-OXIMETER DETECTOR** – Assistant Chief Stogsdill indicated that the department purchased a new device that monitors firefighters' carbon monoxide levels. This device will be used after fires and if requested by medics when carbon monoxide is detected in a residence. The device will currently be placed in Assistant Chief Stogsdill's vehicle, and once a waiver is received by the State, the device will be placed in one of the trucks. The county fire departments are currently working on a grant to purchase one for every department in Kosciusko County. (Documentation attached to Minutes).

**DIVE RESCUE TRAINING CLASS** – Assistant Chief Stogsdill stated that the Dive Team is sponsoring a dive training class in April. The class will be open to area police and fire dive teams. (Documentation attached to Minutes).

**H. J. UмбаUGH CASH FLOWS REPORT** – Mayor Wiggins stated that due to the way property taxes are distributed, the Fire Territory needs to borrow money from the City. Umbaugh's report shows the maximum amount needed to borrow. Mayor Wiggins indicated that the City would be authorizing a \$1,000,000 loan which will be paid back once the tax distributions are received. This same procedure was followed in 2010; however, eventually when the cash balance is built up over a period of time, the fire territory will not have the need to borrow money. (Documentation attached to Minutes).

**TEMPORARY LOAN ORDINANCE 2011-03-01** – Board Member Clemens made a motion to approve the temporary loan ordinance; seconded by Board Member Streeter. All members were in favor. Motion passed. (Documentation attached to Minutes).

**CUMMINS CROSSPOINT MAINTENANCE AGREEMENT** – Assistant Chief Stogsdill presented the Cummins Crosspoint Maintenance Agreement for approval. This agreement covers yearly maintenance on the generators at the stations. Mayor Wiggins made a motion to approve the Cummins Maintenance Agreement; seconded by Board Member Streeter. No further discussion. All members were in favor. Motion passed. (Documentation attached to Minutes).

#### **TRAVEL REQUESTS –**

**FDIC** – Assistant Chief Stogsdill stated that the FDIC conference will be held in March. Travel requests have been submitted for Chief Rice, Assistant Chief Stogsdill, Fire Marshal Wilson and Captain Joe Fretz. Board Member Streeter made a motion to approve the travel requests; seconded by Board Member Burner. No further discussion. All members were in favor. Motion passed. (Documentation attached to Minutes).

**MICROSOFT EXCEL WORKSHOP** – Assistant Chief Stogsdill presented travel requests for Shirley Fetrow and Joe Fretz. Board Member Clemens made a motion to approve the travel requests;

seconded by Board Member Burner. No further discussion. All members were in favor. Motion passed. (Documentation attached to Minutes).

**OTHER MATTERS THAT MAY COME BEFORE THE BOARD –**

**MAY 3<sup>RD</sup> MEETING LOCATION CONFLICT** – Assistant Chief Stogsdill indicated there is a conflict with the May 3<sup>rd</sup> meeting and election day. The suggestion was made to either relocate the meeting or change the date. All members were in agreement to move the May meeting to Tuesday, May 10<sup>th</sup>.

A list of guests attending today’s meeting is attached.

There being no further business, Mayor Wiggins made a motion to adjourn; seconded by Board Member Streeter. No further discussion. All members were in favor.

**ATTEST:**

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Shirley Fetrow, Recording Secretary

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Sheila Burner, Board Member

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George Clemens, Board Member

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Michael Reed, Board Member

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Joseph Streeter, Board Member

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Ernest Wiggins, Board Member